

**Method of Operation
For
Sporting Goods Statewide
T0118
07-X-38816**

This contract has been restructured and purchases will be made differently than with the previous contract. The purpose of this “Method of Operation” is to help the Using Agencies and Cooperative Purchasing Partners understand how to place orders from this State contract.

Question: How do I make a purchase under the terms and conditions of this contract?

1. The Using Agency is to determine which category of product it wishes to purchase (i.e. basketball, baseball, soccer, etc.).
2. The Using Agency may look at the “[Contractors at a Glance](#)” page to quickly identify the Primary Contractor. **NOTE: For most situations, you may only use the Primary Contractor. Given below, in #6, are specific required criteria that must be met to be in compliance with this contract when using a Secondary Contractor.**
3. Once the Using Agency has identified the Primary Contractor it can click on the Contractor’s name. This will bring them directly to the Official State of NJ Price list for that Contractor for that specific category. The Using Agency can print out the corresponding price list for that category. (Price lists are PDF files which are also available as links on the front page of the NOA).
4. The price list will provide the Using Agencies with specific brands/model #'s and unit price for each item. **THESE ARE THE ONLY ITEMS THAT CAN BE PURCHASED UNDER THE STATE CONTACT. CONTRACTORS ARE NOT ALLOWED TO ADD ITEMS OR SUBSTITUTE ITEMS.**
5. The Using Agencies may print the price list and keep them in a file for easy access for future purchases.
6. The Using Agency or Cooperative Purchasing Partner may not make any purchases from the Secondary Contractor unless it meets the following criteria:

- The Primary Contractor states that they can not deliver the product in the timeframe specified in its contract.
- The Primary Contractor does not return a phone call or respond to a fax/written/verbal quotation within 2 working days.
- The Secondary Contractor offers an item that is completely different, yet still part of the category, and is not part the of Primary Contractor's award/price list.

Brand preference is not a reason to utilize the Secondary Contractor and will not be approved.

In cases where the Using Agency or a Cooperative Purchasing Partner believes it has met the criteria as stated above, they **MUST** do the following:

- Contact the buyer via email (Jackie.kemery@treas.state.nj.us) to inform her that either the Primary Contractor could not supply the product, did not respond to a quotation or the Secondary Contractor offered an item on its price list that the Primary Contractor does not have on their price list but is still part of the category.
- The buyer will provide a written approval via email approving the use of the Secondary Contractor.
- The above approval documentation must be kept with your permanent file.

Please note that the Contract Compliance and Administration Unit (CCAU) may audit this contract on a quarterly basis. At that time they will required the above documented information.